

ADDRESS or PARCEL SEARCH

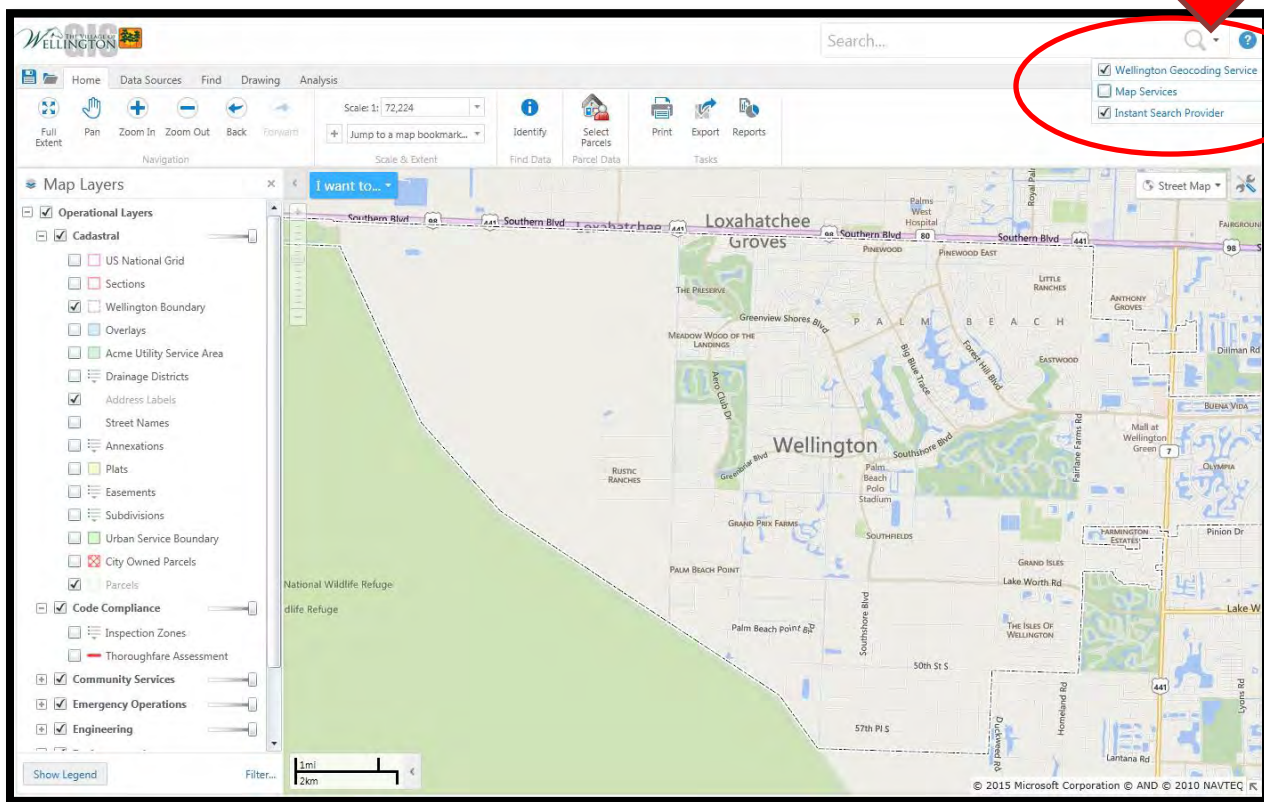
LET'S GET STARTED!

Step 1 – Visit Wellington Interactive GIS Map

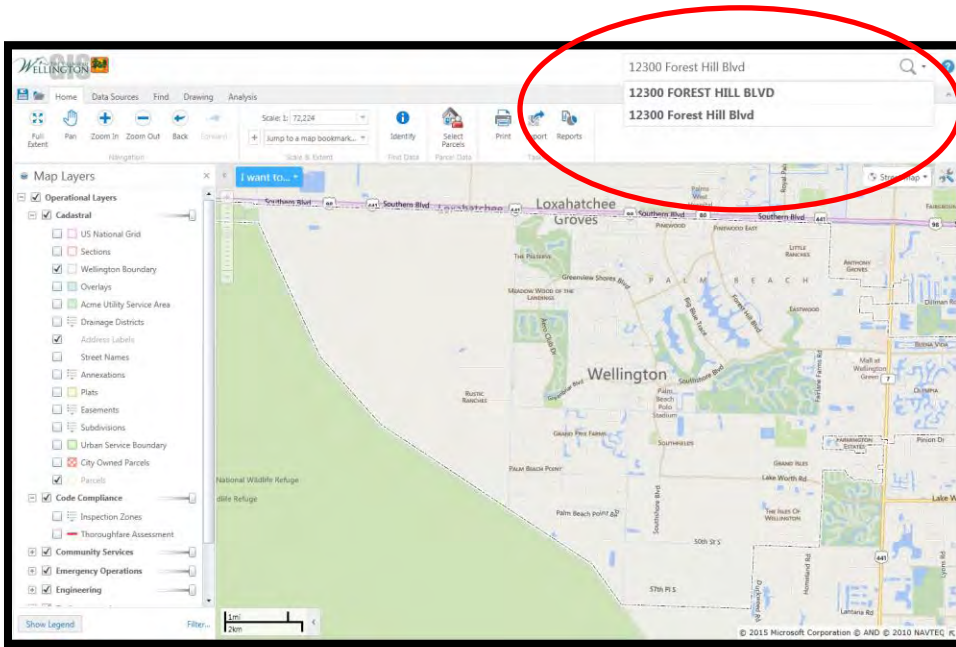
- ❖ Launch Interactive GIS Map

Step 2 – Search for an address or parcel

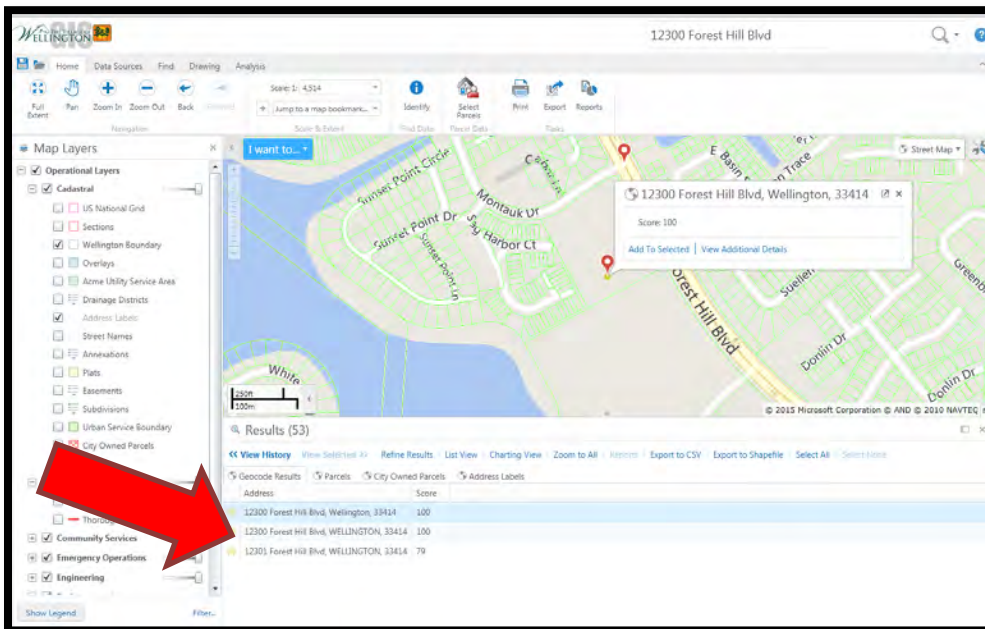
- ❖ Click the drop down arrow to the right of the magnifying glass and uncheck the Map Services box



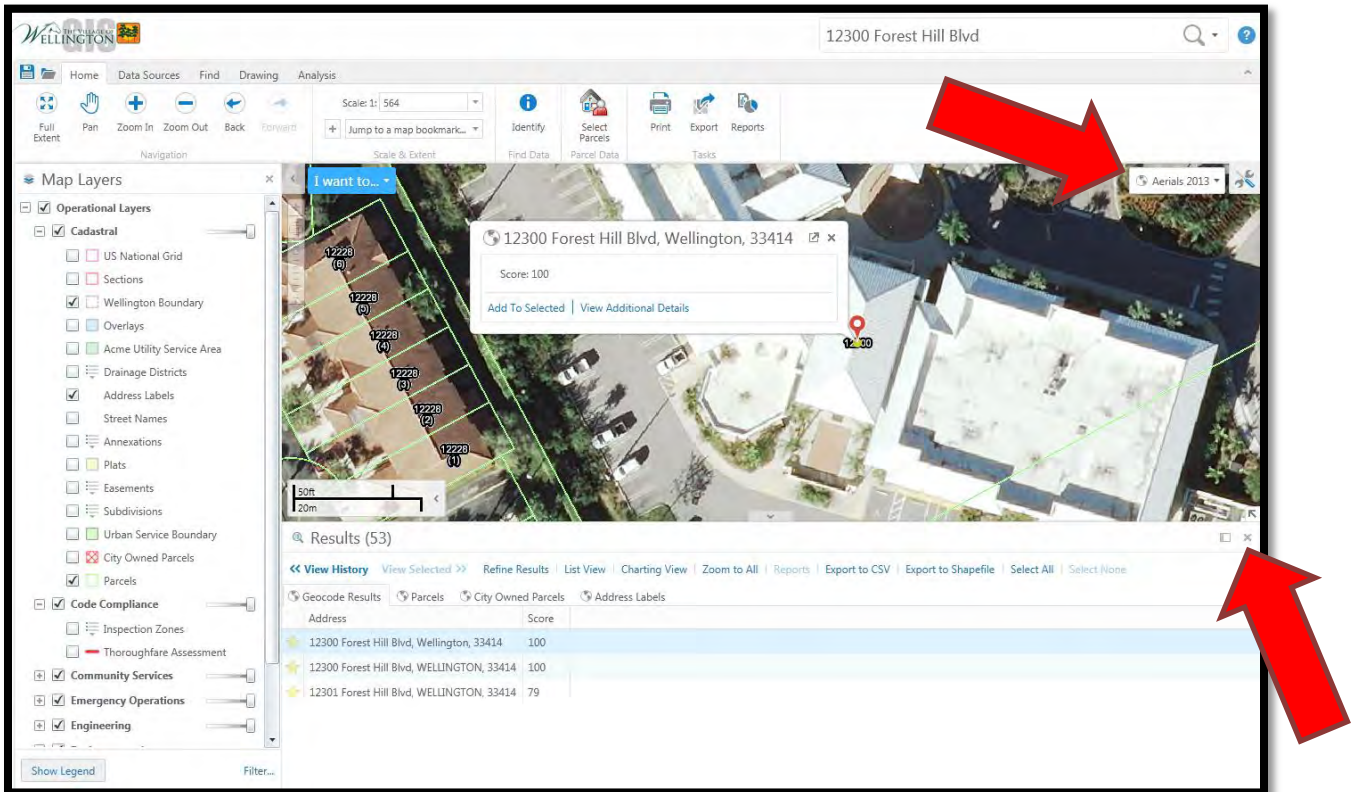
- ❖ Type the address or parcel number in the search box
- ❖ Start to type; select from drop down and click on your selection or click the magnify glass to run your search



- ❖ Click on the result row to zoom to the location



- ❖ NOTE: Zoom in closely and the addresses will appear
- ❖ NOTE: To change the basemap (or see aerial) click on the basemap selector in the top right corner of map
 - **YOU MUST UNCHECK ANY OTHER SELECTED BASEMAPS** or they may be on top of the layer you wish to view and will not be visible



- ❖ To make a new selection type a new address or parcel number in the search bar
- ❖ To clear the selection click the X in the top right corner of the results table

Step 3 – Obtain a PCN ro Parcel ID

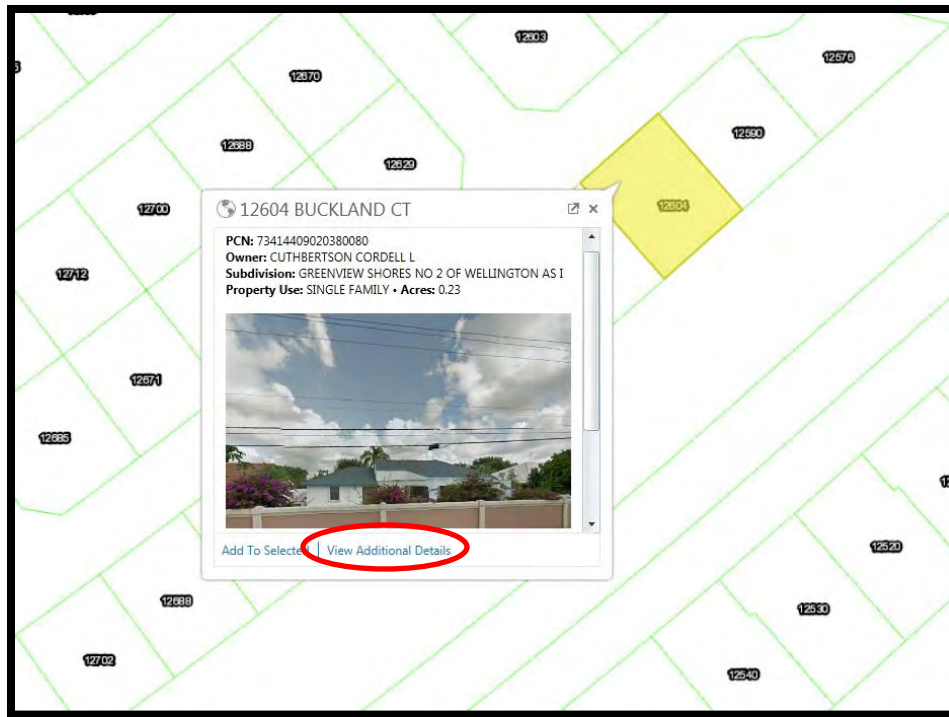
- ❖ Search by address (see Step 2)
- ❖ Click on the result row to zoom to the location
- ❖ Click on the map to view pop-up containing parcel information

- **NOTE: If there are multiple addresses within one parcel area the following apply:**

- There could be one parcel ID for all addresses. If this is the case, only one address will be listed in PAPA. They list one address only per parcel; usually the lowest numeric value is listed. To find a PAPA Property Record you will need to search PAPA by the parcel ID you found in your map pop-up.
- There could be a condo number; which will be a 10 digit ID in the parcel ID field. If this I the case, NO parcel number exists for the common area. Each address has its own unique parcel ID.
 - The common area is the responsibility of ALL owners equally
 - If you type the condo ID in PAPA's parcel lookup, all condos (unique PCNs) will appear
 - NO parcel number exists
 - You must attach the permit, inspection, etc. to the address in Naviline
 - A ticket can be submitted to GIS to add the HOA or management company info if needed.

Step 4 – View Additional Details

- ❖ To view additional parcel information, including a link to PAPA, simply click on a parcel in the map → then click **View Additional Details** at the bottom of pop up



- ❖ Click thru the tabs → **Details, Attributes & Links** for more information

